



**CITY OF NEW ORLEANS
BOARD OF ZONING ADJUSTMENTS**

Decision Appeal Application Information Sheet

Please set up a pre-filing meeting with the BZA staff before submitting your final application. Contact the City Planning Commission office at 658-7033 to arrange such meeting with staff before the application deadline.

Documents Required for Decision Appeal Application

| | ITEMS NEEDED | ADDITIONAL INFORMATION |
|--|---|--|
| <input type="checkbox"/> | 1. Completed decision appeal application | Page 3 |
| <input type="checkbox"/> | 2. Letter or decision from the Director of the Department of Safety and Permits | The decision must be in writing with a date The appeal must be filed within 45 days of the decision |
| <input type="checkbox"/> | 3. Letter to the Board | Explain the appeal in detail |
| <input type="checkbox"/> | 4. Names and addresses of adjacent property owners | See page 5 Assessor's Office 4th floor of City Hall, Room 4E02 |
| <input type="checkbox"/> | 5. Fee | \$250.00 Make checks payable to: City of New Orleans |
| IN ADDITION, SUBMIT EACH OF THE FOLLOWING ITEMS IF THEY APPLY TO THE APPEAL | | |
| <input type="checkbox"/> | 6. Block plat or square map | City Planning Commission Staff |
| <input type="checkbox"/> | 7. Current survey | Attached to your Act of Sale Notarial Archives 5th floor of the Amoco Building |
| <input type="checkbox"/> | 8. Site plans, floor plans, and elevations | Drawn to scale, showing setbacks and parking for each structure |
| <input type="checkbox"/> | 9. Sanborn Map and zoning base map | City Planning Commission |
| <input type="checkbox"/> | 10. Photographs of the site | |

- ✿ Appeals must be made within **45 days** of the date of the decision by the Director of the Department of Safety and Permits.
- ✿ All items must be submitted on 8.5" x 11", 8.5" x 14" or 11" x 17" paper.
- ✿ Incomplete applications **WILL NOT** be accepted.
- ✿ All materials must be submitted at one time with the appropriate application fee.



CITY OF NEW ORLEANS BOARD OF ZONING ADJUSTMENTS

The Decision Appeal Process and the Composition of the Board

Article 14, Section 14.5.4 – Procedures

An appeal may be considered within a reasonable time, **but in no event shall an appeal be allowed after the expiration of forty-five (45) days** from the date of refusal of a permit, or from the date of an order, ruling, decision, or determination, by the Director of the Department of Safety and Permits. Appeals taken after forty-five (45) days from the date aforesaid shall neither be docketed nor considered by the Board; rather, the Board's staff shall notify the appellant that the appeal is untimely, shall not be considered by the Board, and is, accordingly, dismissed. Timely appeals may be taken by filing, with the Board, a notice of appeal specifying the grounds therefor, in accordance with Section 14.9. Notice and a public hearing shall be provided as specified in Section 14.9. The Director of the Department of Safety and Permits shall produce all papers, correspondence, and records requested by the Board of Zoning Adjustment for any hearing or meeting held by the Board. The Board of Zoning Adjustments shall decide on the appeal within forty-five (45) days following the hearing date.

The Board of Zoning Adjustments consists of seven citizen members appointed by the Mayor and approved by the City Council. The City Charter grants the Board the power to permit exceptions to or variations from the City's zoning regulations in accordance with the principles, conditions, and procedures set forth in Article 14 of the City's Comprehensive Zoning Ordinance.

All requests for variances are considered by the Board at a regular monthly meeting, at which the applicant or his/her representative must be in attendance to present the request and answer any questions of the Board. Regular meetings of the Board are held at 10:00 a.m. on the second Monday of each month in the City Council Chamber, which is located in Room 1E07 of City Hall. Any other interested party may speak in support of or in opposition to any variance request at the public hearing. After considering the testimony of all parties and the recommendation of the staff of the City Planning Commission, which is the City agency to which the Board is attached, the Board shall either approve, deny (with or without prejudice), or defer the variance request. An annual calendar of hearing dates and deadlines is attached to this document.



CITY OF NEW ORLEANS
BOARD OF ZONING ADJUSTMENTS
Decision Appeal Application

STAFF ONLY

DOCKET # _____

RECEIVED BY _____

FILING DATE _____

A. PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME: _____ HOME PHONE: () ____ - ____
MAILING ADDRESS: _____ CELL PHONE: () ____ - ____

EMAIL ADDRESS: _____
ADDRESS OF PETITIONED PROPERTY: _____

NEW ORLEANS, LA _____

B. REQUEST

In accordance with the provisions of Article 14, Section 14.5 of the New Orleans Comprehensive Zoning Ordinance, this application is being made to the Board of Zoning Adjustments to appeal a decision of the Director of Safety and Permits, more specifically described as follows:

SUMMARY DESCRIPTION OF DECISION AND REASON FOR APPEAL:

C. ADDITIONAL INFORMATION – OBTAIN FROM SURVEY, ZONING MAPS, AND ASSESSOR

SQUARE NUMBER: _____ LOT NUMBER(S): _____
BOUNDING
STREETS: _____, _____, _____, AND _____
ZONING: _____ ZONING BASE MAP: _____
TAX BILL NUMBER: _____ PLANNING DISTRICT: _____

D. APPLICANT OR AGENT (IF DIFFERENT FROM PROPERTY OWNER)

NAME: _____ HOME PHONE: () ____ - ____
MAILING ADDRESS: _____ CELL PHONE: () ____ - ____

EMAIL ADDRESS: _____

E. ARTICLE 15, SECTION 14.5.4 – PROCEDURES (SEE PAGE 2)

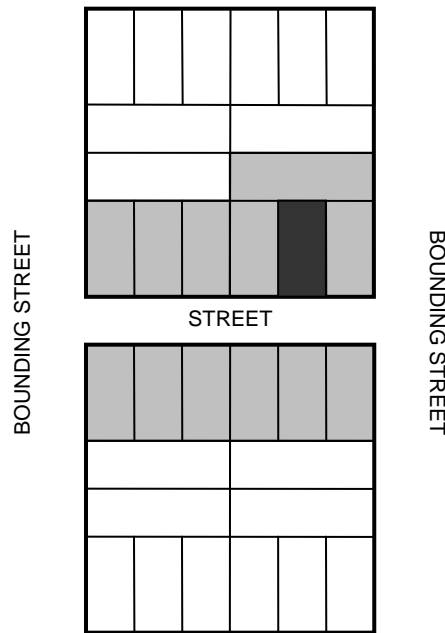
DATE OF THE DECISION - _____
DATE OF APPLICATION SUBMITTAL - _____
WITHIN FORTY-FIVE (45) DAYS OF THE DATE OF THE DECISION - _____



CITY OF NEW ORLEANS BOARD OF ZONING ADJUSTMENTS

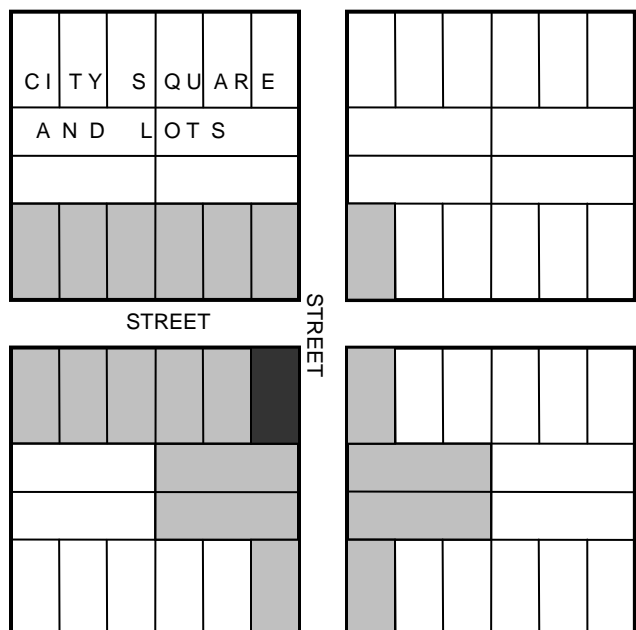
Adjacent Property Owner Diagram

The diagrams below illustrate which property owners must be notified of your variance or special exception request(s). Select the category of your property from the two options below and provide the appropriate property owner contact information on the following sheets.



INTERIOR LOT

If your property (indicated in black) is located in the interior of the block, provide addresses for owners of all properties abutting your property and on both sides of the street (indicated in grey).



CORNER LOT

If your property (indicated in black) is located on a corner, provide addresses for owners of all property abutting your property and on both sides of both intersecting streets, as well as the property on the corner diagonal from your property (indicated in grey).



**CITY OF NEW ORLEANS
BOARD OF ZONING ADJUSTMENTS**

Adjacent Property Owners

Please obtain the names and addresses of the property owners indicated on page 5. To ensure that adjacent property owners and interested parties are properly notified as prescribed by Article 14, Section 14.9 of the Comprehensive Zoning Ordinance, this information must be obtained from the Assessor's Office (City Hall Room 4W05). Copy and insert additional pages as necessary.

Municipal Address: _____

Property Owner's Name: _____

Mailing Address: _____

Municipal Address: _____

Property Owner's Name: _____

Mailing Address: _____

Municipal Address: _____

Property Owner's Name: _____

Mailing Address: _____

Municipal Address: _____

Property Owner's Name: _____

Mailing Address: _____

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Municipal Address: _____

Property Owner's Name: _____

Mailing Address: _____



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Property Owner's Name: _____

Mailing Address: _____

Municipal Address: _____

Property Owner's Name: _____

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Property Owner's Name: _____
Mailing Address: _____

Municipal Address: _____
Property Owner's Name: _____
Mailing Address: _____

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Acknowledgements and Ownership

Article 14, Section 14.9. Notice and Public Hearing.

For all matters within the Board's jurisdiction, as set forth in this Article 14, the Board shall cause a public hearing to be scheduled and shall decide the matter following such public hearing. The Board of Zoning Adjustments shall give public notice of the date, time, and place of hearings in the manner prescribed in Section 16.9.2(1), as well as personal notice to the interested parties no later than five (5) days preceding the hearing date, in accordance with Section 16.9.2(4). Such hearing shall be held within forty-five (45) days following the receipt of the application in correct form, and a decision on the disposition of the matter shall be given within a period of forty-five (45) days following the hearing date. At the hearing, any party may appear in person, by agent or by attorney. Notice of the decision shall be provided as in Section 16.9.2(3).

Article 14, Section 14.11. Appeal to Courts.

Any person or persons, or any officer, department, commission, board, bureau, or any other agency of the City of New Orleans jointly or singularly aggrieved by any decision of the Board of Zoning Adjustments may present to the Civil District Court of the Parish of Orleans, within thirty (30) days after filing of the decision in the office of the Board, a writ of certiorari asking for such relief and under such rules and regulations as are provided for such matters in appropriate legislation of the State of Louisiana.

I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of Article 14, Section 14.9 of the Comprehensive Zoning Ordinance to submit this application. I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner or authorized agent of the area of land described above, hereby submit for your approval the above stated request.

Owner/Agent

Date

Owner/Agent

Date